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ABSTRACT

The steps involved in the accreditation of Kentucky school districts and the responsibilities of everyone participating in the accreditation process are listed here. Responsibilities outlined include those of all state department of education personnel (such as the accreditation coordinator and accreditation director) and those of local district personnel (such as the local school district contact person and the school district committee member). The procedures included in district orientation are listed, beginning 6 months before the accreditation review and ending with the review itself. Responsibilities of the district during the site visit are listed. Also supplied is a list of all documentation that districts are required or suggested to submit to the accreditation team. Items listed include self-study instruments, a local school calendar, the local board policy handbook, school plan information, and a copy of a lunch menu and production record. The paper ends with procedures for finalizing the accreditation report. (JM)

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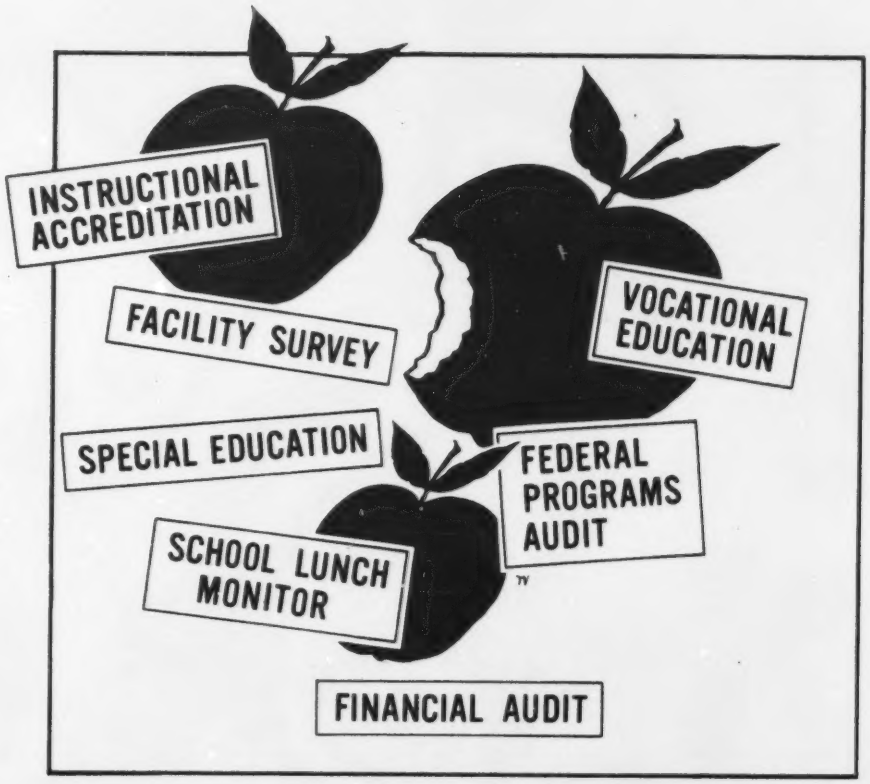
Procedures

for
Kentucky Accreditation Program
November, 1982



EA 015 597

Kentucky Department of Education
Raymond Barber, Superintendent

PERSONNEL INVOLVED IN ACCREDITATION

1. Accreditation Coordinator - Is responsible for administering all phases of the accreditation program.

2. Accreditation Director (Division Director for Accreditation) - Assists the accreditation coordinator in all phases of the accreditation process.

3. Bureau or Office Head - Serves as official link between the respective bureau or office and the State Department's district-wide accreditation process.

4. State Department of Education Contact Person - Serves as liaison between the State Department of Education and local school district.

5. State Department of Education Chairperson - Is responsible for directing the on-site visit and preparation of a draft of the final report.

6. State Department of Education Committee Member - Serves as validator on the on-site accreditation committee.

7. Building Team Leader - Directs an individual school review.

8. Local Education Agency Committee Member - Serves as a validator on the on-site accreditation committee.

9. Local School District Contact Person - Serves as liaison between the local school district and the State Department of Education.

10. All Suggested Local School District Committees - Are assigned for schools, grade levels, departments, learning areas, etc. to insure broad representation and input into the accreditation process as needed.

BUREAU OR OFFICE HEAD

1. Notifies coordinator of accreditation of personnel from respective bureau that will be available to serve as validators.

2. Provides coordinator of accreditation with name or names of validators for each team visit.

3. Provides a contact person to pick up district material from Bureau of Instruction.

4. Assigns needed personnel for technical review.

5. Provides a written report for on-site committee meeting at on-site orientation meeting using materials from district's self-study and other information.

6. Supervises the compilation of the written report for the bureau or office upon the on-site committee return.

7. Approves the district's final draft and final report.

8. Provides technical assistance as the district completes its district accreditation improvement plan.

9. Develops a training module for their respective area for training on-site validators.

RESPONSIBILITIES OF ACCREDITATION COORDINATOR

The following is a brief summary of the duties and responsibilities of the coordinator for accreditation in the Kentucky Department of Education:

1. Designates school districts to be accredited for five-year schedule and provides formal notification of districts that will be accredited.

2. Provides a list of selected districts to bureau and office heads for current year.

3. Disseminates appropriate information to Department of Education staff and to local school districts.

4. Coordinates training of validators by providing training sessions in the accreditation process for Department personnel and local district personnel. The accreditation coordinator will set dates, locations, and plan the training session.

5. Arranges dates for on-site accreditation visits and post technical review with the local superintendent and provides written notice to the district and the Department of Education staff.

6. Recommends committee chairpersons, approves team members and designates appropriate number of team members for visits.

7. Prepares for on-site visitations by assisting committee chairperson and all other personnel as necessary.

8. Coordinates on-site visitations.

9. Provides for preparation and printing of final report after receiving draft of final on-site report and statistical data and submits to bureau and office heads for final approval.

10. Provides for making formal report to the local board of education after receiving final report as approved by bureau and office head and Superintendent of Public Instruction.

11. Coordinates appeals process.

12. Coordinates technical assistance to local districts in preparation of District Accreditation Improvement Plan.

13. Provides an annual report of all District Accreditation Improvement Plans to the State Board of Education.

14. Assumes responsibility for all news releases and informs the Superintendent of Public Instruction of the total accreditation process.

15. Serves on occasion as committee chairperson.

16. Coordinates follow-up activities by Department staff.

17. Coordinates orientation of local districts, professional organizations, and other interested groups on the accreditation process.

RESPONSIBILITIES OF ACCREDITATION DIRECTOR

1. Directs the implementation of the accreditation program.

2. Assists the accreditation coordinator as liaison with other bureaus and offices within the Department of Education.

3. Organizes, prepares and distributes materials and pre-visit information for the local superintendent and/or designees and vocational regional director.

4. Directs the work of all committee chairpersons.

5. Assists the accreditation coordinator in the training of validators.

6. Serves on occasion as committee chairperson.

7. Supervises on-site visitations.

8. Administers the preparation for on-site visits in conjunction with the appointed chairperson as follows:

   a. selects local education agency members
   b. notifies State Department of Education members on committee
   c. notifies team members of the visitation
   d. works with coordinator and chairperson in developing plans for the visit:
      (1) transportation
      (2) lodging
      (3) individual committee member assignments
      (4) arrangement for pre-organizational meeting
      (5) prepare materials and data
      (6) review problem areas in the district.

9. Collects and serves as custodian of local district self-study and support data.

10. Assists accreditation coordinator in making formal reports to local boards of education after the report has been approved by the Superintendent of Public Instruction.

11. Monitors the development and implementation of the local districts' "District Accreditation Improvement Plan." Disseminates follow-up information to appropriate bureaus and offices.

RESPONSIBILITIES OF DEPARTMENT OF
EDUCATION ON-SITE COMMITTEE CHAIRPERSON

(Appointed by the Head of the Bureau of Instruction upon the recommendation of the appropriate bureau and office head.)

I. Responsibilities Prior to the On-Site Visit: (2 weeks)

1. Assists accreditation director in finalizing the on-site visit as follows:

   a. reviews communication to local education agency members
   b. reviews communication to State Department of Education members on committee
   c. works with accreditation director in finalizing plans for the visit
      (1) transportation
      (2) lodging
      (3) individual committee member assignments
      (4) arrangement for pre-organizational meeting
      (5) preparation of materials and data
      (6) reviews any problem areas

II. Responsibilities During the On-Site Visit:

1. Directs the on-site committee visitation

   a. presides at on-site committee orientation
   b. distributes general assignments and responsibilities with priorities given to specialties
   c. reviews daily itinerary
   d. reviews building team assignments
   e. meets daily with building team leaders
   f. directs the central administration review
   g. other activities connected with on-site visit.

2. Serves as liaison between team and district superintendent.

3. Conducts a review indicator by indicator by the on-site committee.

4. Directs the collection of all on-site materials and data that may be used in writing the formal report (each bureau/office will house own support data).

5. Insures that all areas of the visit are adequately covered as outlined in the Kentucky Standards for Grading, Classifying and Accrediting Elementary, Middle and Secondary Schools.

6. Distributes and presents information on preparation of expense vouchers.

7. Responsible for reporting the hours worked by each committee member as required to meet the committee schedule. "Time sheet information" shall be reported by 9 a.m. on the 15th and 30th/31st. This report is to be filed with the accreditation coordinator for distribution to the appropriate bureau or office.

III. Responsibilities Following the On-Site Visit:

1. Prepares a draft of the on-site report and arranges for the technical review team to return to the local district for a technical review meeting with the superintendent and/or designee/s. (Note: Technical review team includes on-site committee chairperson and representative of each affected bureau and office. Changes in the report require proper documentation and approval of the appropriate bureau head. Where there is an area vocational education center as part of the accreditation visit, a report of the area center will be prepared as an addendum to the district's report and will be submitted to the accreditation coordinator.)

2. Prepares a draft of a corrected final on-site report and submits to the accreditation coordinator. The final report(s) will be available to submit to the local board and the regional vocational director when appropriate within 45 days after visit.

3. Assists accreditation coordinator or designee in making formal report to local board of education. (The vocational regional director should be notified of the presentation of the formal report to the local board.)

RESPONSIBILITIES OF ACCREDITATION COMMITTEE MEMBER

1. Becomes familiar with the standards and indicators.
2. Attends all required training sessions conducted by the State Department of Education.
3. Reviews completed self-study and documentation from school district prior to on-site visit.
4. Becomes informed about plans for on-site visit including time lines, transportation, lodging.
5. Attends on-site committee pre-visit orientation meeting at the local district.
6. Clarifies assignment with on-site committee chairperson.
7. Utilizes "self-study instruments" in interviews of personnel and collection of data.
8. Attends all appropriate committee meetings.
9. Collects all data for assigned areas.
10. Provides on-site committee chairperson with responses to indicators from assigned area.
11. Local education agency committee members will submit all documentation to on-site committee chairperson before departure.

For State Department Committee Members

12. Provides written report to respective bureau or office head within five days after completing on-site visit.
13. Works with on-site chairperson and bureau or office head for technical changes in the draft report.
14. Assumes responsibility for keeping bureau or office head informed of accreditation process.

RESPONSIBILITIES OF LOCAL DISTRICT

1. Becomes familiar with standards, indicators, self-study materials, and required and suggested documentation.

2. Plans orientation meeting for local district with technical assistance of State Department of Education.

3. Appoints accreditation committee within district and makes other committee assignments as deemed necessary by the local superintendent.

4. Directs committees and staff in gathering documentation.

5. Works with the State Department of Education contact person in making plans for visit.

6. Sends self-study instruments, the district's overall report and requested documentation to the State Department of Education accreditation director 15 days prior to the visit (effective January 1, 1983).

7. Follows instructions on "District's Procedures Prior to Visit" and "District's Procedures During Visit."

8. Assists on-site committee as needed during visit.

9. Develops a district accreditation improvement plan by addressing each deficiency in the accreditation report with a plan of action. The district accreditation improvement plan will include an addendum from the vocational regional director to correct deficiencies in the vocational area center.

10. Monitors implementation of district accreditation improvement plan.

11. Works with State Department of Education personnel for follow-up activities related to district accreditation improvement plan.

NOTE: It is recommended that the local school district appoint a local contact person (may be the superintendent) to serve as a coordinator for all accreditation procedures.

PROCEDURES FOR "DISTRICT ORIENTATION"

1. The accreditation standards, compliance indicators, self-study instruments and procedures should be interpreted to local school district key personnel involved in the accreditation process six months in advance of the accreditation review.

2. The district will be notified of who has been identified as the State Department of Education contact and will be asked to identify one district contact. Requests for technical assistance with the process will be handled between these two individuals or designated personnel within the Department.

3. At the orientation meeting, the district will be provided the following:

   a. overview of the accreditation process
   b. review of accreditation standards and the compliance indicators
   c. review of the self-study materials
   d. sufficient copies of the self-study instruments for all schools and learning areas by school in the district
   e. written copy of procedures to be followed
   f. list of documentation which should be sent in with the completed self-study instruments prior to the visit. (Documentation not on list but suggested in the self-study instruments should be retained at the local level in each school to be reviewed.)

PROCEDURES FOR DEPARTMENT OF EDUCATION
(Prior to Visit)

	Person or Office Responsible and/or Time Line
1. Districts will be selected and a master schedule of visits will be distributed to bureau and office heads.	Accreditation Coordinator - August, 1982 and by February 1 each year thereafter.
2. All bureaus and offices participating in the accreditation process will select people to be trained in the review process and submit names to accreditation coordinator.	Bureau and office heads - August 1982 and by August 1 each year thereafter.
3. Committee members will be trained. Training and orientation will include:	Accreditation Coordinator - early September each year.
a. role of on-site committee chairperson for district visit	
b. role of building team leader	Assisted by appropriate personnel
c. role of team member from State Department of Education	
d. role of team member from local education agency	
e. review of each self-study instrument and required and suggested documentation	
f. how to validate the self-study during the visit	
g. how to write commendations	
h. how to write recommendations	
i. how to write deficiencies	
j. how final report will be completed and distributed	
k. follow-up procedures by each bureau or office and by Division of Accreditation	
l. time lines.	
4. State Department of Education will designate an on-site committee chairperson for each district to be accredited.	Accreditation Coordinator - September 1982 and July 1 each year thereafter.
5. Each district to be accredited will schedule an orientation meeting six months prior to scheduled review.	Bureau of Instruction Div. of Accreditation
6. Self-study material will be distributed to district at orientation meeting.	Bureau of Instruction Div. of Accreditation

	Person or Office Responsible and/or Time Line
7. The completed self-study material and other documentation will be returned to the State Department of Education Division of Accreditation at least 15 days prior to scheduled visits. (effective January 1, 1983)	District Contact Person
8. Self-study materials will be available for each bureau's coordinator as soon as received in the Department of Education.	Department Accreditation Director
9. Self-study materials will be reviewed by bureau staff and written comments will be returned to each bureau's coordinator within 5 days prior to the site visit.	Appropriate Department Personnel

PROCEDURES FOR DISTRICT DURING VISIT

1. Provides a work area for on-site committee and building team meetings.

2. Provides transportation for team members to different buildings.

3. Informs personnel within each building as to the on-site procedure. (A team will visit on a scheduled date but other validators may visit on other dates as necessary during the time of the accreditation visit.)

4. Makes available in the schools and/or learning areas documentation for self-studies not previously sent to the Department of Education.

LOCAL DISTRICT DOCUMENTATION

The following list is to assist local school districts in gathering and organizing the documentation required or suggested for the Kentucky accreditation program. The documentation listed should be gathered and submitted to your district contact person who is responsible for the accreditation program. Other needed support documentation not listed here should be organized and placed in the school or office for review by the accreditation team at the time of the visit.

AVAILABLE	NOT AVAILABLE	
		1. Elementary (Each elementary school program should submit the following):
____	____	(a) one building administration self-study instrument.
____	____	(b) one instructional self-study instrument per grade level.
____	____	(c) one or more instructional self-studies per area of specialty (Example - art or music program that serves more than one grade level.)
____	____	(d) one special education supplement.
		2. Middle (Each middle school program should submit the following instruments):
____	____	(a) one building administration self-study instrument.
____	____	(b) one instructional self-study instrument per grade level.
____	____	(c) one or more instructional self-studies per area of specialty. (Example - art or music program that serves more than one grade level.)
____	____	(d) one special education supplement.
		3. Secondary (Each secondary school should submit the following instruments):
____	____	(a) one building administration self-study instrument.
____	____	(b) one instructional self-study by learning area. (Example - social studies, music, agribusiness, language arts.
____	____	(c) one vocational supplement for each vocational learning area. (Example - Home Economics, Business/Office, Industrial Education II)
____	____	(d) one special education supplement

LOCAL DISTRICT DOCUMENTATION
(Continued)

AVAILABLE	NOT AVAILABLE	
		4. Central Office (The Central Office should collect all documents from the schools and also provide the following documentation):
____	____	(a) one central office self-study
____	____	(b) one final report using The Kentucky Standards for Grading, Classifying and Accrediting Elementary, Middle and Secondary Schools which reflects the total school district self-study.
____	____	(c) school calendar for district
____	____	(d) local board policy handbook
____	____	(e) written philosophy for district
____	____	(f) written transportation policy
____	____	(g) school plant information form per each school site
____	____	(h) membership by grade and by school for the district (2nd month)
____	____	(i) plot/size chart for each school
____	____	(j) lists of advisory councils used in district
____	____	(k) copy from each school one day's lunch menu and production record, and one day's breakfast menu and production record (if participating in breakfast program) served and recorded within two weeks prior to submitting the documentation for accreditation visit.
____	____	(l) class schedules showing itinerant teacher's name, room, and daily class assignment
____	____	(m) scope and sequence or skills continuum.

Each school should also submit the following:

____	____	5. A school or faculty handbook.
____	____	6. A pupil handbook.
____	____	7. Class schedules showing teacher's name, room and daily class assignment. Chairperson or preferred contact person for each learning area and/or grade level should also be noted.

PROCEDURES FOR FINALIZING THE ACCREDITATION REPORT (SDE)

1. The on-site committee members will complete the written findings and submit to the respective bureau and office head within five working days after completing the on-site visit. LEA team members will submit documentation to the on-site committee chairperson before departure.

2. Within ten days, each section of the report will be completed and submitted to the accreditation coordinator with the approval of the respective bureau or office head.

3. The document will be drafted in preliminary form by the on-site committee chairperson.

4. The on-site committee chairperson and representatives of the affected bureaus and offices will return to the local district for a technical review of the preliminary draft with the superintendent and/or designee. Changes in the report will be made with proper documentation and the approval of the appropriate bureau or office head.

5. The final draft will then be submitted to the coordinator of accreditation. The coordinator of accreditation provides for preparation and printing of the final report after receiving drafts of the final on-site report and statistical data and submits to bureau and office head for final approval. Upon approval by the Superintendent of Public Instruction, the local superintendent will be contacted to establish a date to deliver the accreditation report to the local board of education by the accreditation coordinator or designee. The report will be presented in an open school board meeting. If the report is accepted within the 30-day period and a district accreditation improvement plan is to be developed, the plan is to be submitted to the accreditation coordinator within 45 days after acceptance of the report by the local board.

6. In development of the district accreditation improvement plan, the Department of Education will provide technical assistance upon request. These plans will become a part of the evaluation report, and the Department of Education will monitor them annually.

7. To appeal the process to the Superintendent of Public Instruction:

   a. the local district will have 30 days to request an appeal on each deficiency and timetable;
   b. the appeal may be initiated by the superintendent provided it is subsequently approved by local board action at the next regular board meeting; and
   c. an appeal must be accompanied by support data for a decision to be reached regarding the issue.

8. The accreditation report and district accreditation improvement plan will be submitted to the State Board of Education for approval.

9. The annual monitoring process will include:

   a. a written annual update report by the local district on each deficiency to be submitted to the Division of Accreditation and Program Audit.
   b. appropriate monitoring by each bureau of the implementation of the district accreditation improvement plan. Each bureau will report follow-up findings to the Division of Accreditation and Program Audit.